

COMMANDER, NAVY INSTALLATIONS
Fleet and Family Support Program
POLICY IMPLEMENTATION DIRECTIVE

Approved 05-10-05

SUBJECT: NAVY SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)
POSITION GUIDANCE
NUMBER: SAVI-001

PURPOSE

To promulgate position guidelines for the Navy Sexual Assault Response Coordinator (SARC) position, formerly called the SAVI Program Coordinator.

The FY05 National Defense Authorization Act requires implementation of a comprehensive policy on the prevention and response to sexual assault involving members of the armed services. Department of Defense (DoD) Directive Type Memoranda on sexual assault response and the recent Navy IG Sexual Assault Study provide a strong impetus for strategic and consistent Navy sexual assault policy requirements. All Armed Services developed immediate response capability for each report of sexual assault in all locations, including deployed and afloat, to ensure timely access to appropriate victim services.

APPLICABILITY

This policy encompasses major changes to the previous SAVI Program Coordinator position. Further policy directives and implementing guidance will follow. The specific major changes are outlined below:

1. Name change for SARC. SARC is the new name for the Sexual Assault Victim Intervention (SAVI) Program Coordinator. SARC is the standard name throughout the Department of Defense. All Services have established the SARC position so that military members and their families have a consistent and standardized point of contact to coordinate sexual assault victim care and to facilitate communication and transparency amongst services regarding sexual assault response capability. The SARC will be responsible for case management functions, collateral contacts, overseeing the Victim Advocates, communicating with command, providing and tracking training as described below.
2. SARC Responsibility. The SARC has specific responsibilities that must be covered whether the SARC is civil service, contract, or collateral duty position. These responsibilities have been incorporated into the Navy SAVI program from DoD Directives. It is the Navy's position that those duties must be covered by all SARC's and are not to be split among staff, with the exception of training. Specific SARC responsibilities:

- a. Case Management. Case Management functions are new and expanded. The SARC will:
- Track services for victim from initial report to resolution for all regional and tenant commands
 - Follow Navy and DoD guidance on confidentiality to include restricted and unrestricted reports (Confidential Reporting covered in detail in separate policy and implementing guidance)
 - Assign case numbers to evidence (rape kits) for restricted reports
 - Inform victim (for restricted reports only) when evidence is almost a year old
 - Ensure that monthly updates are provided to the victim
- b. Record management. The SARC will:
- Maintain Victim Preference Statements for cases that are restricted reports
 - Maintain restricted reports
 - Maintain unrestricted reports
- c. Data Collection. The SARC will:
- Track/report sexual assault incident numbers
 - Track the dispositions of all military sexual assault cases for their designated areas of responsibility
 - Provide monthly/quarterly/annual reports to CNI
- d. Oversight of Victim Advocates. The SARC is responsible for oversight and management of the assigned Victim Advocates both afloat and ashore. Oversight will involve continual collateral contact and consultation on all sexual assault cases.
- Assign Victim Advocate to each case, as appropriate
 - Oversee watchbill, as appropriate
- e. Training and Education. Training is the only responsibility that may be shared jointly among the regional SARCs, and may also include other FFSP Educators as needed. The Victim Advocate curriculum is being revised to incorporate the changes from the Navy IG Study and DoD Directives and will be provided to all SARCs by July 2005. SARCS must all complete Victim Advocate training. The SARC is responsible to:
- Ensure that training is provided to Victim Advocates, SAVI Command POC's, and SAVI Command Liaisons (formerly Command Representatives)
 - Coordinate and provide Victim Advocate annual and refresher training
 - Coordinate and ensure that community education regarding sexual assault prevention and response services is provided

f. Sexual Assault Case Review Group. The purpose of the Case Review Group (formerly called the SAVI Coordinating Committee) is to review all pending and newly reported sexual assault cases, improve reporting, facilitate victim updates, and discuss process improvements to ensure victim access to services. The function of the group and meeting has changed to a systematic oversight of all sexual assault cases. Chaired by the SARC, the Sexual Assault Case Review Group will meet on a regular basis (monthly if there are open cases to review) and will include the following members (case specific):

- Command
- Legal
- NCIS
- Victim Advocate
- Medical
- Chaplain
- Mental Health

g. Command consultation. The SARC will:

- Report to Senior Commander and provide monthly status updates
- Provide Commanders with a broader understanding of command climate in regards to sexual assault
- Provide guidance on the selection of Victim Advocates, SAVI Points of Contact (POC), and SAVI Command Liaisons

h. Confidentiality. The Navy is fully committed to ensuring victims of sexual assault are protected, treated with dignity and respect and provided support, advocacy and care. Confidentiality or confidential reporting is an option for a victim to make a “restricted” report regarding a sexual assault to specified individuals to include the SARC, Victim Advocate, and medical personnel. This option affords a victim access to medical care, counseling, and victim advocacy without initiating the investigative process. Specific detailed guidance will be promulgated regarding “restricted” and “unrestricted” reporting and how it relates to the responsibilities of the SARC. Victims of sexual assault who desire official investigation of their allegation, in addition to receiving available victim support should use current reporting channels, i.e. the chain of command, SAVI POC, law enforcement, or the installation SARC for an “unrestricted report.” All reports of sexual assault comprise sensitive information treated as “covered communication” specifically for individuals with a legitimate need to know.

ACTION

It is the responsibility of each Regional Director or SAVI Program Supervisor to ensure that the SARC positions meet the Navy guidelines that incorporate DoD Directives as directed above. Regions should determine the area of responsibility for each SARC. Regions should assign specific commands/locations for individual SARCs when there is more than one SARC in the region.

This policy is effective immediately. A copy of this directive will be filed with the existing OPNAVINST 1752.1A until such time a revision to the Navy policy directive is issued.

Initiated by:

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A handwritten signature in black ink, appearing to read "C.M. Stokoe". The signature is written in a cursive, flowing style with a prominent initial "C" and "M".

C.M. STOKOE
Program Director